

	<b>JUSTICE AND PUBLIC SAFETY CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES</b>	<b>AUTHORITY and REFERENCES: 505 KAR 1:130, KRS 15A.0652, KRS 605.080</b>
<b>CHAPTER: Juvenile Services in Community</b>		
<b>SUBJECT: Transportation of Committed Youth</b>		
<b>POLICY NUMBER: DJJ 610</b>		
<b>TOTAL PAGES: 2</b>		
<b>EFFECTIVE DATE: 1/04/2016</b>		
<b>APPROVAL:</b>	<b>Bob D. Hayter</b>	<b>COMMISSIONER</b>

## **I. POLICY**

The Department of Juvenile Justice (DJJ) shall provide transportation for committed youth as provided in KRS 605.080. Department personnel may provide transportation for committed youth in circumstances when no other resources are available. Coordination shall be required between the community services staff, the assigned placement, and the Transportation Branch to provide the needed transportation.

## **II. APPLICABILITY**

This policy and procedure shall apply to all community service offices and to the Division of Placement Services, Classification Branch, and Transportation Branch.

## **III. DEFINITIONS**

Refer to Chapter 600

## **IV. PROCEDURES**

In accordance with KRS 605.080, following a court proceeding and pursuant to the order of the court, the sheriff, jailer, or designee or other contracted agency shall provide transportation of youth between the courts and detention, and between the courts, detention, and treatment facilities. In other circumstances, the Department is responsible for transporting youth committed or sentenced to its custody. All travel arrangements for youth that are under the supervision of DJJ shall be made to ensure the safety of youth, staff, and the public.

- A. Community services staff shall provide transportation in a state vehicle for committed youth who are on Conditions of Supervised Placement or furlough when all other resources to transport youth have been exhausted. The Juvenile Services District Supervisor (JSDS) shall approve any transport of a youth.
- B. Community staff may provide transportation in a state vehicle for committed youth who are in therapeutic foster care, private child care, or hospital setting if DJJ Transportation Branch staff are unavailable with the approval of the Division Director of Community and Mental Health Services.
- C. Staff transporting youth shall not possess a firearm, knife, other deadly weapon or dangerous instrument, controlled substance or alcohol.

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- D. When transporting a youth as described in KRS 605.080(3), staff transporting youth shall observe the same gender requirements.
- E. Parents or legal guardian of a committed youth may be provided transportation in a state vehicle with the approval of the Deputy Commissioner of Community and Mental Health Services.
- F. All other transportation may be coordinated between the community service staff, the placement, and the Transportation Branch.
- G. Probated youth shall not be provided transportation by Department personnel.
- H. No youth or their parents or guardians shall be transported in an employee's personal vehicle.

**V. STAFF TRAINING**

The Juvenile Services District Supervisor shall ensure that community staff are trained annually on transportation of committed youth.

**VI. MONITORING MECHANISM**

The Division Director of Community and Mental Health Services or designee, in conjunction with the Quality Assurance Branch, shall develop monitoring protocols to be used by the Juvenile Services District Supervisor or Juvenile Services Specialist that review the administration of the standards of community supervision.